

USDA-OIG EMPLOYEE INSTRUCTIONS FOR REQUESTING A “LEAVE BUY BACK”



FORMS TO COMPLETE/SUBMIT:

- **Claim for Compensation [CA-7](#)**
- **Time Analysis Form [CA-7a](#)**
- **Attending Physicians Report, [CA-20](#), or similar medical evidence**

PROCESS INFORMATION:

- Complete page one of the CA-7 and the CA-7a and give both forms to your supervisor.
- The CA-20 and/or narrative medical documentation should also be submitted to your supervisor. The medical documentation provided must support the days and hours of leave that you took due to your work-related injury and which you are now requesting to repurchase. Without specific documentation that links the days missed to the claimed disability, your request for a leave buy back will be delayed and/or denied.
- Your supervisor will complete the supervisory section of the CA-7 and will certify the information on the CA-7a. These forms and your supporting medical documentation will then be forwarded to the ARC WC Specialist.
- The ARC WC Specialist will review the documents for accuracy and completeness, and will obtain an estimate of the cost to repurchase your leave from the National Finance Center (NFC).
- After the estimate is received, the ARC WC Specialist will send you a completed Leave Buy Back (LBB) Worksheet/Certification and Election Form (CA-7b) to review. The NFC estimated amount required to repurchase your leave will take into account the amount of compensation you can expect from the DOL. If you agree with the NFC calculations you will sign the CA-7b and return it to the ARC WC Specialist. The actual amount (if any) you may be required to provide toward the repurchase of your leave could differ slightly from the NFC estimate. The Office of Workers' Compensation Programs (OWCP) will make the final determination regarding the repayment amount.
- The completed packet will be forward to the appropriate OWCP District Office. If additional information is needed, you will be notified by the OWCP.
- If your Leave Buy Back request is approved by OWCP, the Department of Labor (DOL) will send your ARC WC Specialist a check for the amount it has authorized toward the repurchase of your leave. At this point you may still change you mind about the LBB and request that the check be returned to DOL. If you choose to proceed with the LBB, the DOL check will be forwarded to the NFC with a request to establish a bill for any remaining amount (not covered by DOL).
- You will be sent a “Notice of Intent to Offset Salary” by the NFC. This notice will give you the option of paying off any balance due from you toward your leave repurchase in one lump sum or through bi-weekly payroll deductions.
- When you have fulfilled the repayment plan, you will receive a Restoration of Leave Notice from the NFC.

- The ARC WC Specialist will provide written notice to your agency that your leave should be reinstated. Your Payroll office will add the restored leave to your NFC leave balances.

**Questions? Contact the ARC WC Specialist at (304) 480-8229
or email questions to WorkersComp@bpd.treas.gov**